

TERMS OF REFERENCE

Position	Admin and Finance Assistant	No. of post: 1
Office	Magway Township	Reporting to: Admin and HR Coordinator and Finance Coordinator
ToR approved by	Executive Director	ToR Approved on: 22/04/2025
Resuming duty:	ASAP	VA0102025

Due to the urgency, Positive Action may recruit the position before the deadline.

About Us:

Positive Action (PA) is a non-political, non-religious, non-business, non-discriminatory, and non-profit organization. Established in Myanmar in 2009, PA has been actively working in the Magway region, providing a range of services and support for people living with HIV and TB, as well as children, pregnant women, lactating women, and girls in need.

Our programs focus primarily on Livelihoods, Health (HIV, TB, MNCH), Nutrition, WASH, Child Protection, and Education across the region, with a strong commitment to strengthening local communities.

To implement the Lifesaving Humanitarian Assistance Project, PA is seeking motivated and committed individuals to apply for the position of "**Admin and Finance Assistant.**" The position is based in Magway Township, with some travel to Salin Township as needed.

Duties and responsibilities:

- ✓ Process day-to-day payments, ensuring proper documentation, approvals, and compliance with financial procedures. Maintain accurate financial records, including cash books, ledgers, and transaction files. Support cash advances, settlements, and reconciliation of project expenditures.
- ✓ Prepare monthly financial reports and submitting them to the finance coordinator on time. Support budget tracking by regularly updating expenditure records against approved budgets.
- ✓ Ensure supporting documents for expenditures are properly labeled, coded, and attached.
- ✓ Alert the Project Manager on any significant deviations or underspending.
- ✓ Manage office supplies, utilities, and administrative logistics (e.g., meeting arrangements, printing, filing).
- ✓ Maintain proper filing systems for administrative and project documents both physically and digitally.
- ✓ Support local procurement processes in compliance with procurement policies and procedures. Assist in collecting quotations, prepare purchase requests and purchase orders, and follow up on deliveries.
- ✓ Maintain stock records and asset registers for the project.
- ✓ Assist project staff with travel arrangements, accommodation, and logistics for field activities.
- ✓ Ensure that financial and administrative procedures comply with donor requirements and PA's internal policies.
- ✓ Coordinate with finance/admin colleagues in the main office for reporting, approvals, and guidance.

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Expected on-the-job personal behaviour

- ✓ Maintain good and open relationships with colleagues, partners and beneficiaries;
- ✓ Refrain from any discrimination based on gender, religion, social status, ethnicity or age, with colleagues as well as with any person from partners, beneficiaries and other stakeholders;
- ✓ Transfer communication and sharing knowledge with other team members;
- ✓ Maintain high standard of accuracy;
- ✓ Confident in using own initiative, prioritizing workload and meeting deadlines;
- ✓ Ability to work as part of a team and/or individually with minimum supervision;
- ✓ Flexibility and ability to adapt to change;
- ✓ Respect of confidentiality;
- ✓ The policies and rules established by Positive Action must be understood and followed.

Safeguarding Related Responsibilities

- ✓ Ensure that you, along with your team members and supervisees, are fully informed about PA's PSEA, Child Safeguarding policies, Code of Conduct, and other relevant procedures. It is essential that these guidelines are consistently understood and applied in all aspects of your work.

Requirements

- ✓ **Must be a Myanmar citizen;**
- ✓ A Bachelor Degree holder or similar competencies with at least 1 years' experience in financial and accounting field;
- ✓ Diploma in accounting/ finance such as LCCI (Level I, II, III), ACCA will be an asset;
- ✓ Previous Humanitarian Response Project experience in crisis-areas as a finance staff preferred;
- ✓ Experience in multi-cluster projects as a finance staff;
- ✓ Good written and spoken English will be an asset;
- ✓ Proficient computer skill will be an asset.

Other information

- ✓ The initial duration of the present agreement is one year, renewable;
- ✓ Deadline for application is the **30th of April 2025**;
- ✓ Please send application and CV with cover letter to positiveaction.hrrecruitment@gmail.com (or) PA office – No.378, 6th street, Aungsaytanar (B) Group, Magway.
- ✓ Please obtain and complete the Self-Declaration Form (regarding any past incidents of Sexual Exploitation, Abuse, or Child Abuse) and attach it to your email. You may use either the Burmese or English version of the form. Submitting one form is sufficient.
- ✓ https://drive.google.com/drive/folders/149dHvoYnd77vopHnNSFEr1bLN0yMOXjk?usp=drive_link

Please **only** include “VA0102025” in the **subject** of the email.

Only successful applicants will be contacted. PA is an equal opportunity employer. We welcome and encourage applications from women, LGBTQI+, minorities and under-represented groups.

Our Commitment to Safeguarding

Positive Action is deeply committed to upholding the rights and dignity of children and vulnerable adults. In line with this commitment, PA implements comprehensive PSEA (Prevention from Sexual Exploitation and Abuse), Anti-Harassment, and Child Safeguarding policies. These policies ensure a **zero-tolerance approach to any form of sexual exploitation, abuse, or child abuse**. PA reserves the right to conduct thorough screening and background checks for all job applicants to maintain a safe environment for children and vulnerable groups. All staff members are obligated to adhere to the Child Safeguarding Policy, Code of Conduct, and local procedures, ensuring their work does not put children at risk. Additionally, managers are responsible for integrating safeguarding into all aspects of organizational management. By applying, applicants confirm their consent for PA to seek information from previous employers regarding any misconduct related to sexual exploitation, abuse, or child abuse.

Positive Action

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